

PUBLIC INFORMATION & COMMUNICATION SERVICES (PICS)
NIH – TASK ORDER

RFTOP#143

TITLE: Support for a 2-day CTEP Drug Development meeting (September 8-9, 2003).

A. Point of Contact Name: Anthony Revenis

Proposal Address:

Billing Address:

6130 Executive Blvd., Suite 7131
Rockville, MD 20852

Accounts Payable, OFM, NIH
Bldg/ 31, Room B1B39

B. Proposed Period of Performance: July 23, 2003 to Post Meeting

C. Pricing Method: Time and material.

D. Proposal Instructions: Submitted to the point of contact electronically.

E. Response Due Date: Proposals are due no later than 7/23/03 or asap.

F. Task Description: The Investigational Drug Branch of the NCI requests the following services in support of a two day meeting to be held September 8-9, 2003. Logistical planning for this meeting has been done for previous meetings of this description under a contract with Palladian Partners which expired March 31, 2003. The Tasks listed below are the tasks to be completed beginning July 18, 2003 through the completion of the meeting follow up.

The attendance for this meeting is expected to be 350 persons of whom approximately 40 will be sponsored travelers and approximately 315 will register and pay for their own accommodations and travel. Omega Travel will arrange for all sponsored long distance travel.

To complete this meeting:

- IDB Associate Branch Chief will serve as the Task Leader for said meeting and will provide a list of invited attendees to the meeting contractor that will include all available contact information. The meeting contractor will conduct research as required to ascertain any missing information for invitees, e.g., titles, affiliations, addresses, phone and fax numbers and email addresses. The meeting contractor will update the list if changes are received. The contractor will oversee the registration process to assure that the maximum attendance is not exceeded.

- Reserve a block of 50 sleeping rooms X's 2 nights for a total of 100 nights) at Government rates at the meeting facility hotel. Reimbursement for attendees will be covered under the Professional Services Contract (PSC). Expenses that are included for reimbursement purposes would be transportation, accommodations, and meals that are not part of meeting (with receipts). Prepare a rooming list for the hotel, covering non-local presenters and participants. Announce the room block in pre-meeting informational e-mailing.
- Input, proofread, and code for use with the mailing lists, invitational letters to the Speakers. These e-mails will be personalized (topic, date, and time of presentation, etc.) and prepared accordingly for signature by the IDB coordinator. E-mail the letters as a cover to the invitational packet.
- Draft and produce two versions for, (1) Presenters, (2) Invitees Facilitators:
 - a. a one page e-mail of invitation
 - b. a two page fact sheet
 - c. a one-page e-mail of confirmation (regrets)
- Assemble electronic invitation materials as needed using a contractor-maintained mailing list and e-mail with the invitation packet.
- In conjunction with the Task Leader coordinator, draft the tentative agenda. Proofread the draft agenda and submit for review by program staff. Provide corrected draft for second review cycle. Make final corrections to text and reproduce the tentative agenda to be mailed with the invitation packet.
- Reproduce a PDF map of the meeting area, with the meeting site, subway and parking facilities identified. E-mail the map with the invitation packet.
- Make final changes/additions to the meeting agenda up to 72 hours prior to the meeting. Reproduce the appropriate number of copies for distribution at the meeting based on the projected number of approximately 350 attendees for said meeting.
- Prepare name badges for all participants.
- Provide web-based registration for attendees.
- Develop, reproduce and deliver by e-mail a logistical information flyer for all hotel guests participating in the meeting.
- Develop a registration sign in sheet suitable for CME credit.
- Develop a ground transportation sign up sheet to be available as needed for transportation from meeting to air/rail ports.
- Provide onsite support for the meeting including pre-meeting set-up, registration, operation of audiovisual equipment, assistance with ground and air transportation, assistance with distributing and obtaining signature on Professional Services Contracts (PSC), collecting expense claim forms if required and post meeting close out. Paper presented at the meeting and slide e-copies will be collected from the presenters. Make two copies of these on CD for CTEP use. Provide USB portable RAM device to transfer presentations from investigators' laptops to meeting laptop (CTEP provides the laptop). Provide multi-channel connection for laptop computer to projection system.

- Draft, produce and e-mail a one-page thank you letter for approximately 40 speakers. These letters will be formatted for review by the IDB Senior clinical investigators.

Meetings are to be 8:00-6:00 and to take place at the Bethesda Marriott – Pooks Hill at 5151 Pooks Hill Road, Bethesda, MD 20814.

- Update the invitee list as necessary. Secure e-mail addresses for mailing list.
- Arrange menu for both AM & PM coffee breaks and UO1 Luncheon to be held on day 1 of the meeting.
- Contractor shall arrange and/or supply payment for the site and related on-site services, equipment and supplies/refreshments.
- Verify the attendance of invitees.
- The contractor shall set up, staff & manage a registration/information desk and coordinate with the host facility to provide phone access at the registration desk for messages and brief calls.
- The contractor shall contact the Task Leader (Dr. Grochow) prior to starting preparation for support of each meeting to confirm the details of support required and submit a budget.

TO # NICS-143

TITLE: Support for a 2-day CTEP Drug Development meeting

PART II - CONTRACTOR'S REPLY: CONTRACT #263-01-D-0_____

Contractor:

Points of Contact: Anthony Revenis

Phone- 301-402-3073

Fax- 301-435-6101

Address:

TOTAL ESTIMATED COST:

Pricing Method: T&M

TOTAL ESTIMATED NUMBER OF HOURS:

PROPOSED COMPLETION DATE:

FOR THE CONTRACTOR: _____

Signature

Date

SOURCE SELECTION:

WE HAVE REVIEWED ALL SUBMITTED PROPOSALS HAVE DETERMINED
THIS FIRM SUBMITTED THE BEST OVERALL PROPOSAL AND THE
PRICE/COST IS REASONABLE.

Billing Reference # _____

Appropriations Data: _____

RECOMMENDED:

FAX #

Signature - Project Officer

Date

APPROVED: _____

FAX #

Signature - Contracting Officer

Date

NIH APPROVAL -

CONTRACTOR SHALL NOT EXCEED THE ESTIMATED LABOR HOURS OR
ESTIMATED TASK ORDER AMOUNT WITHOUT THE WRITTEN APPROVAL OF
THE CONTRACTING OFFICER & PICS COORDINATOR

APPROVED: _____

Signature –Anthony M. Revenis, J.D., NIH-PICS Coordinator

Date